

## E-Z Guide to E-Government

This is an A-Z, step-by-step picture guide on how to access and utilize information on City of Milwaukee and State of Wisconsin web sites with regards to property information and ownership history. Any computer user with access to the Internet can learn quickly how to find an owner, review a building's involvement with the City, and learn the court history of businesses and individuals conducting real estate business in Milwaukee. Using this information can empower individuals to make informed decisions with regards to property choices in Milwaukee.

For further information on this subject go to the City of Milwaukee's Department of Neighborhood Services home page at:

## http://www.milwaukee.gov/dns

The following are key starting points for beginning to learn a building's history.

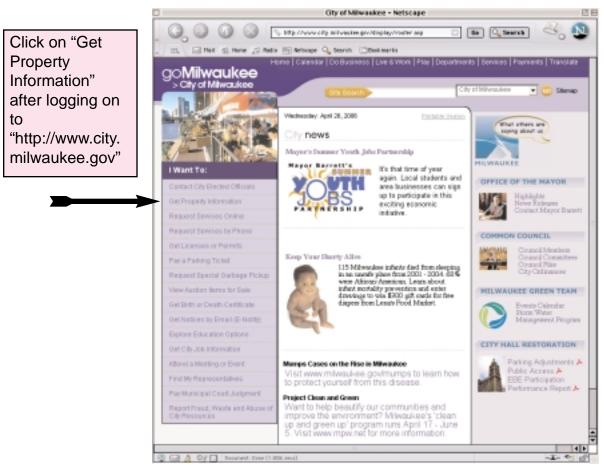
http://www.city.milwaukee.gov - This is the primary City of Milwaukee Home page for all departments in the City of Milwaukee. This is where this guide starts.

http://www.city.milwaukee.gov/display/router.asp?docid=653 - This is the Home page of the City of Milwaukee Municipal Court System. This is where to go to look up the legal histories of landlords or tenants. It can be a great screening resource for both.

http://wcca.wicourts.gov/index.xsl - This is the Home page for the State of Wisconsin Circuit Court System. This is where to go to look up judgements against landlords or eviction histories of tenants.

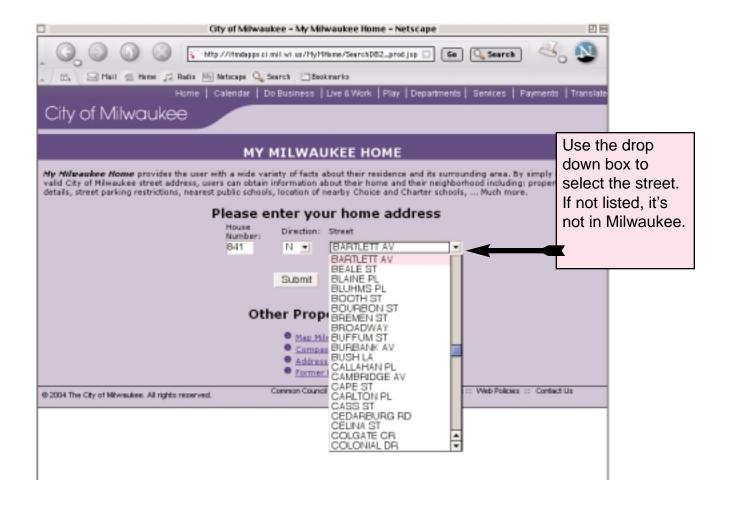
The follow pages contain actual screen shots of web pages using Netscape brouser with standard settings. The red shaded boxes contain informational or instructional text. If browsing this document while connected to the internet, simply click on the links to jump to them. This

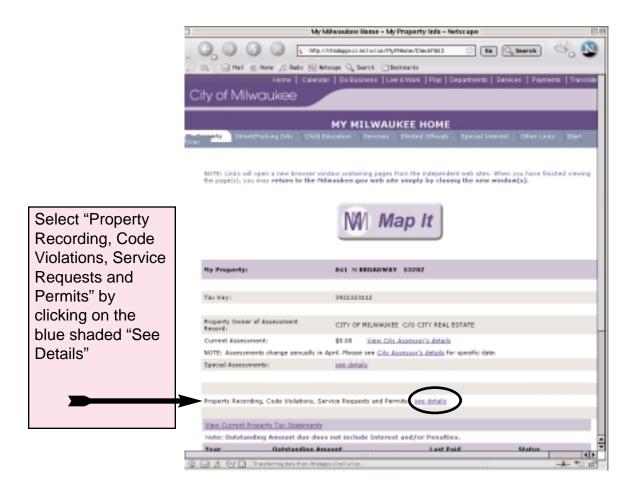
E-Z Egov Guide V 1.1 TNW 7/31/06

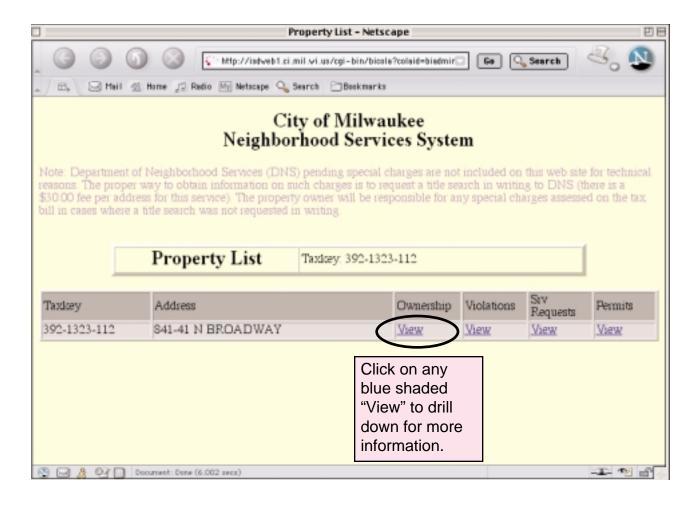


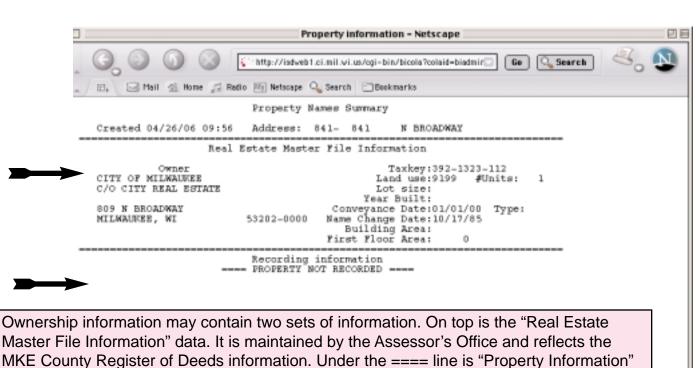
http://www.city.milwaukee.gov



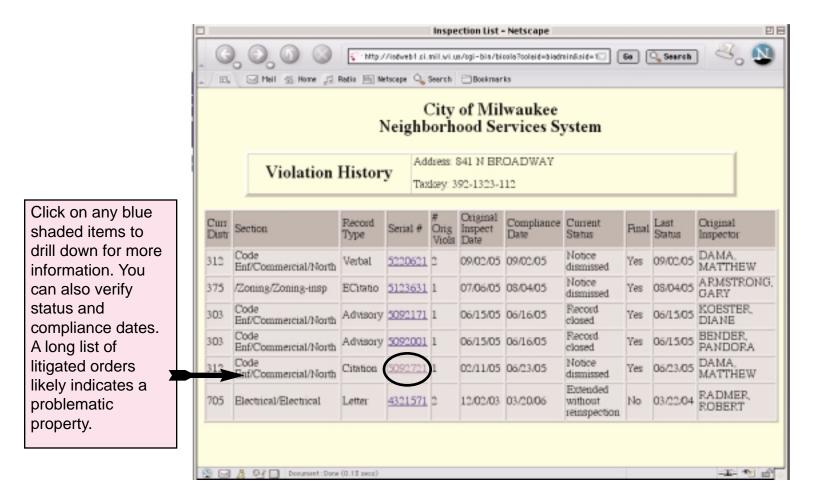


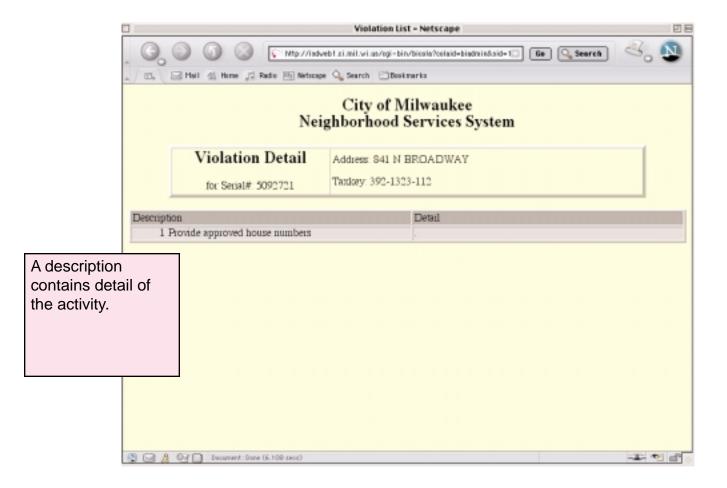


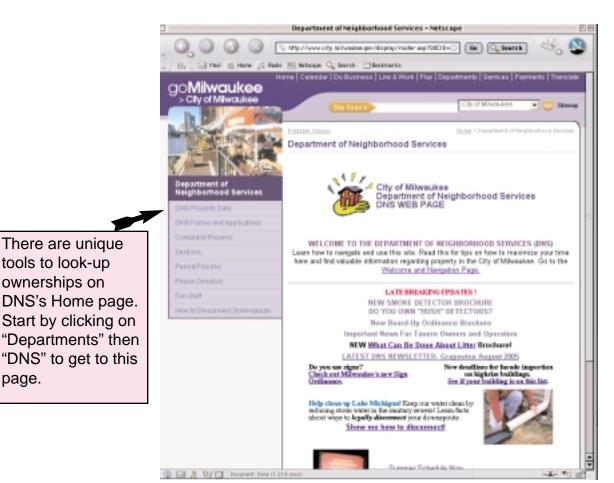




containing records from those properties required to file ownership information with DNS. All non-owner occupied property is require to file. (See Property Recording on DNS site).







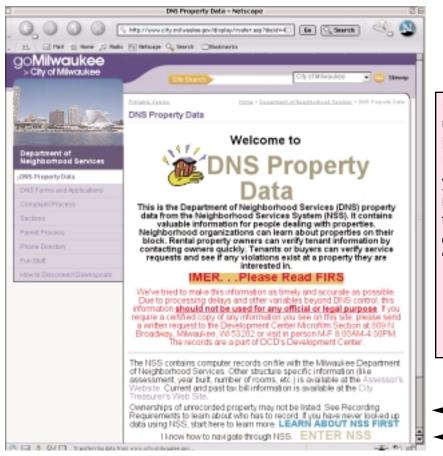
There are unique

tools to look-up

ownerships on

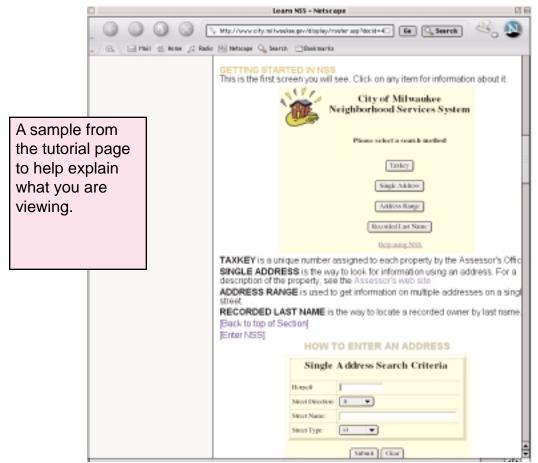
page.

http://www.milwaukee.gov/dns

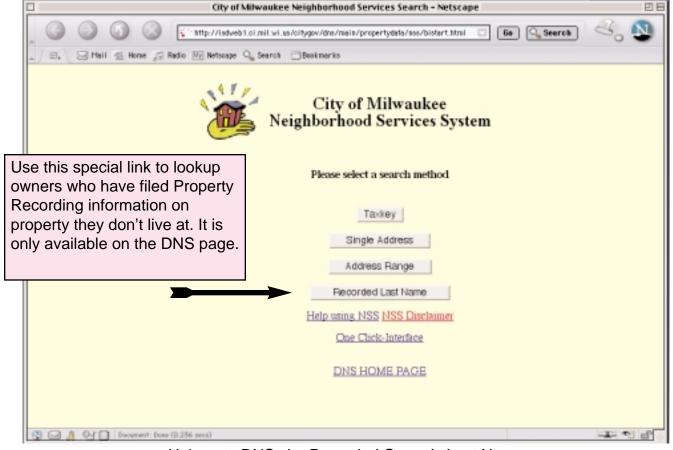


If you have never used the DNS **Property** Information site, you can start by reading the helpful tutorials. When done, click on "ENTER NSS".

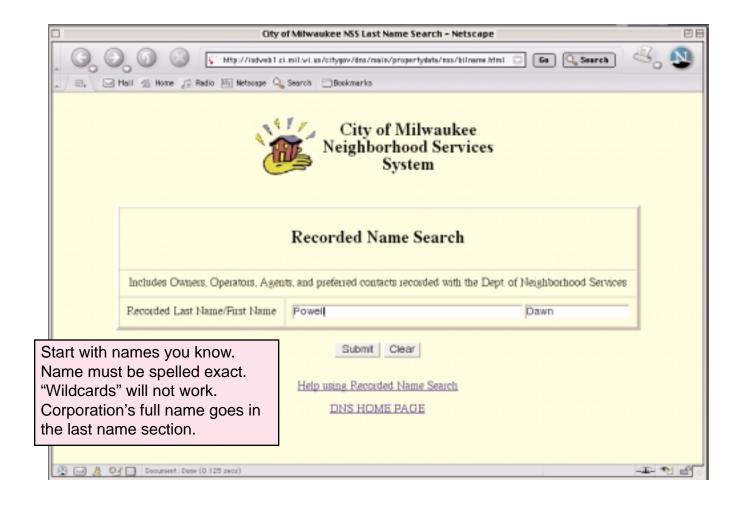


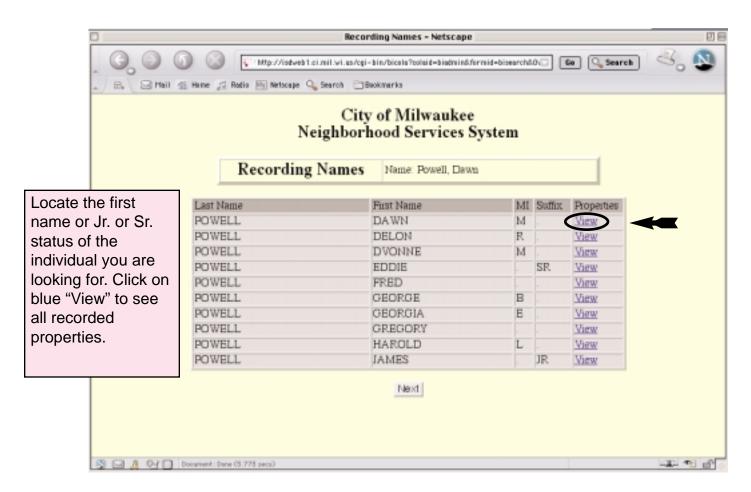


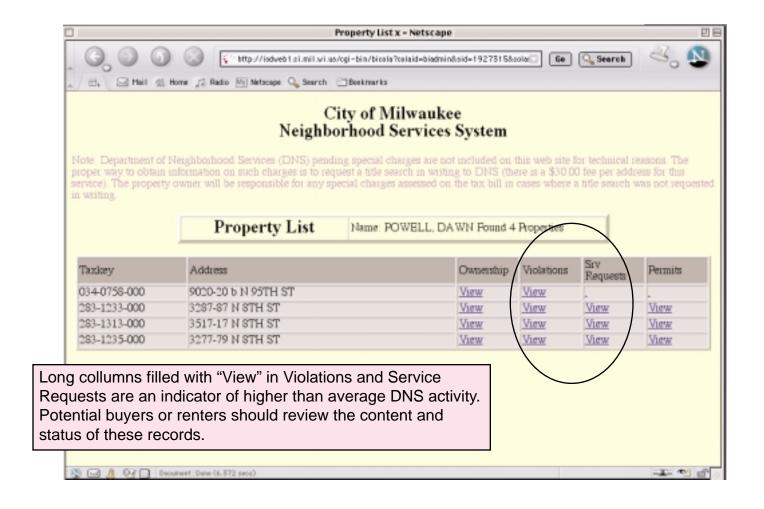
Sample Help Screen

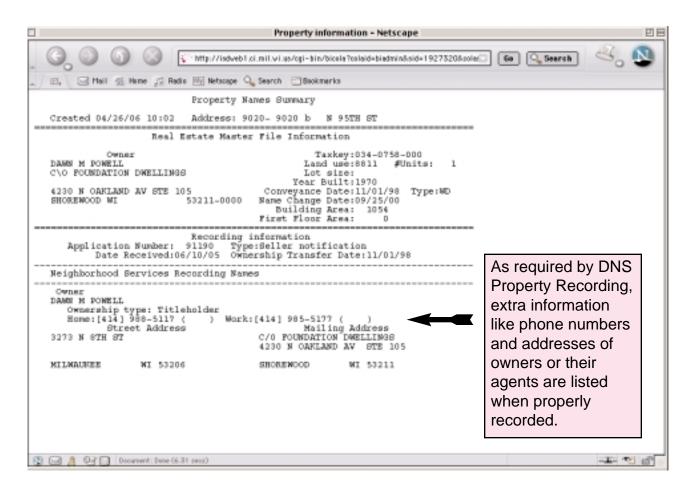


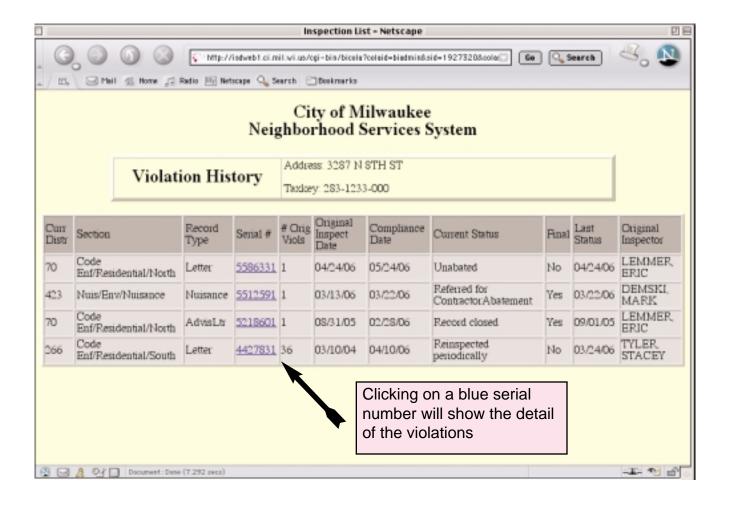
Unique to DNS site-Recorded Owner's Last Name

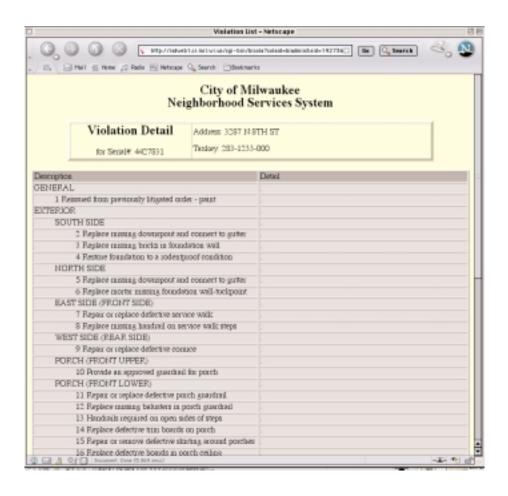












Another "must check" site is the State of Wisconsin Court System's CCAP. Go to: http://wcca.wicourts.gov/index. Read the log-in agreement and

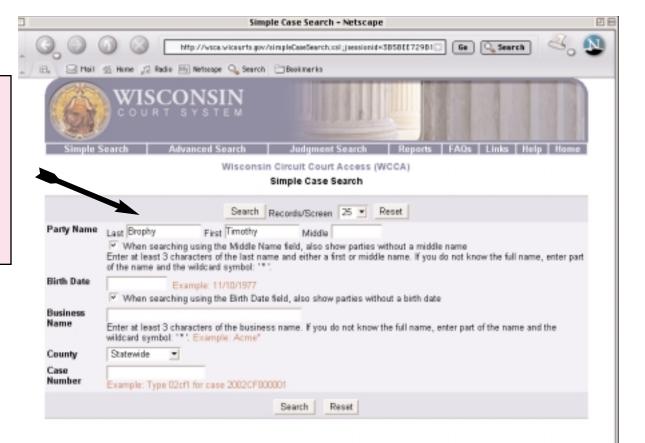
hit ACCEPT.

Wisconsin Circuit Court Access - Netscape Mtp://wca.wicourts.gov/index.col Go C Search VISCONSIN Wisconsin Circuit Court Access (WCCA) Access to the Public Records of the Consolidated Court Automation Programs (CCAP) This website provides public access to the records of the Wisconsin circuit courts for counties using the Consolidated Court Automation Programs (CCAP) Case Management system. These records are open to public view under Wisconsin's Open Records law, sections 19:31-19:39, Wisconsin Statutes. Please read this agreement prior to using WCCA: Records not open to public inspection by statute are not contained on this website. MCCA is not the official Judgment and Lien Docket. The official Judgment and Lien Docket is located in each county's clerk of Circuit Court Office. The data available in the CCAP database is limited by: 1. Some counties currently use CCAP for selected case types. Portage has data only for Probete cases. Please indicate that you have read the above and agree to the use of WCCA subject to the above terms, and understand the limitations of the CCAP database. LAgree Notice to Employers: It may be a violation of state law to discriminate against a job applicant because of an arrest or corniction record. Generally apealing, an employer may refuse to hire an applicant on the basis of a corniction only if the circumstances of the contriction substantially relate to the particular job. For more information, see <u>Visconain Statute 111.335</u> and the Department of Workbrook Development's <u>Ament and Corniction Records under the Law publication</u>. Public Records on the Internet: The Director of State Courts' Office has adopted a Policy on Disclosure of Public Information Over the Internet. Click here to view the Policy. Data Extraction Option: WCCA data is available through a Simple Object Access Protocol (SOAP) interface on a subscription basis. For subscription, certact, and technical information, please click here Additional information: Gives the large number of users, CCAP will not be able to respond to questions about WCCA. If you find problems with WCCA please contact CCAP. You may also with its view the EAG.

| OR | OR | December to be 13.45 (eac).



Enter the name and any other information here.





Case history

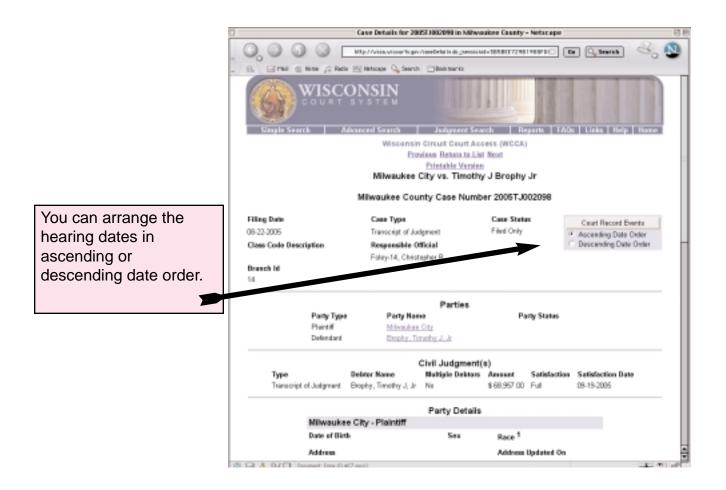
involving this

individual will

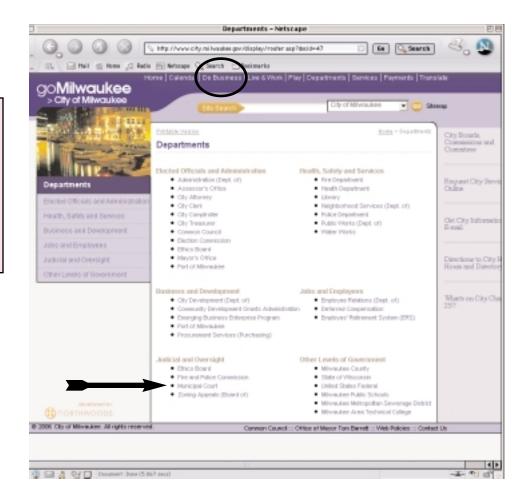
on any blue

shaded case

information.

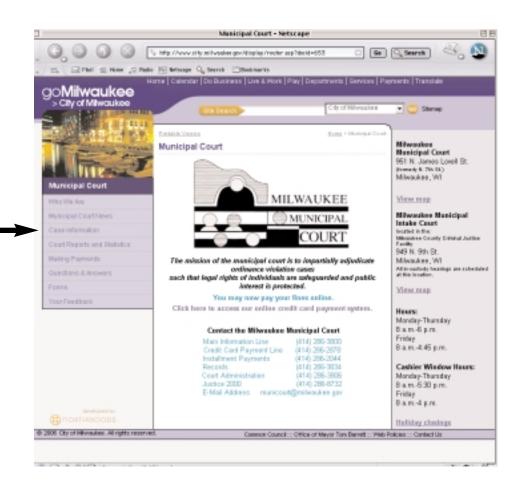


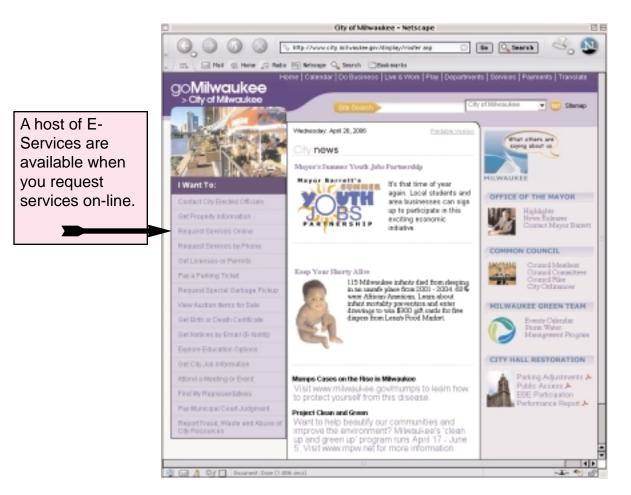
Another "must check" site for court information is the City of Milwaukee Municipal Court system. From the City's Home page, click on "Departments" and then on "Municipal Court".

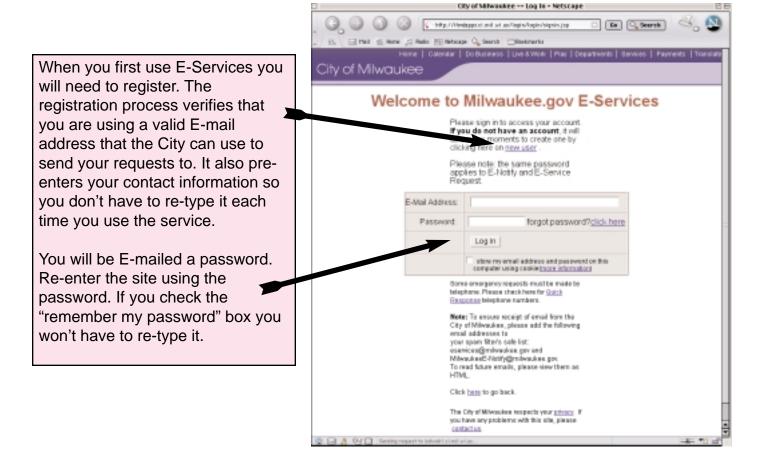


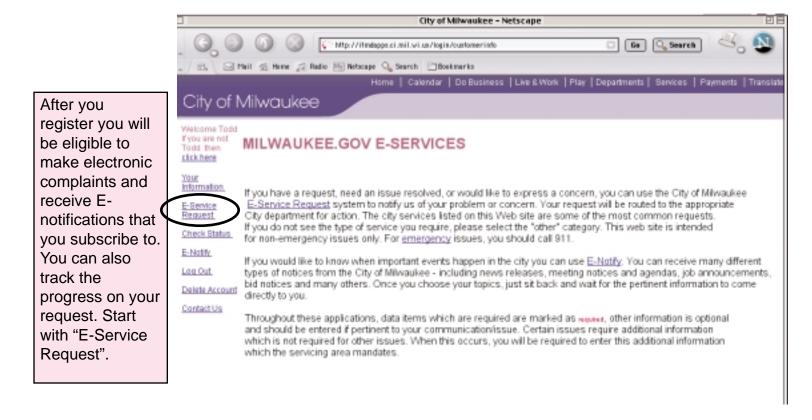
Once on the Muni-Court System, select "Case Information."

WARNING: This page works only with Internet Explorer or Netscape Navigator 4.x or prior. Use one of these to access this information. If having trouble using your browser, click on "Site Guide" in the fine print at the bottom and you can search using specific paramaters.

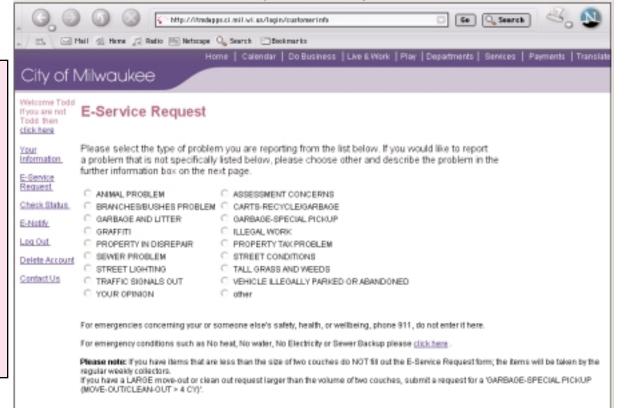




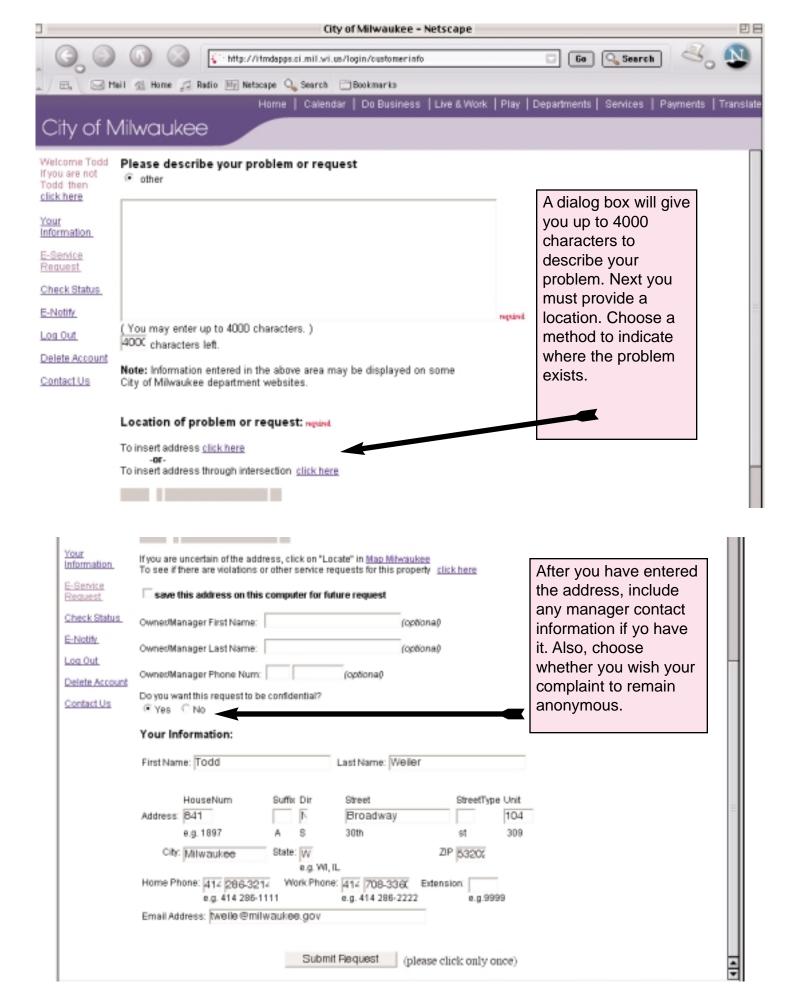




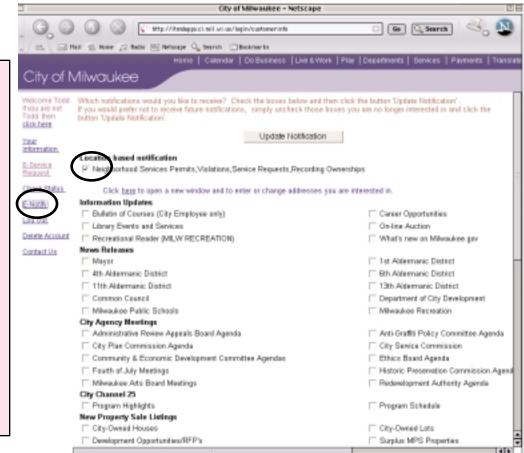
Clicking on the E-Services Request will generate a list of most common City services requested.
Clicking on the button will bring up the dialog box for that item. You can also select "other" if none of the categories apply to your situation.



City of Milwaukee - Netscape



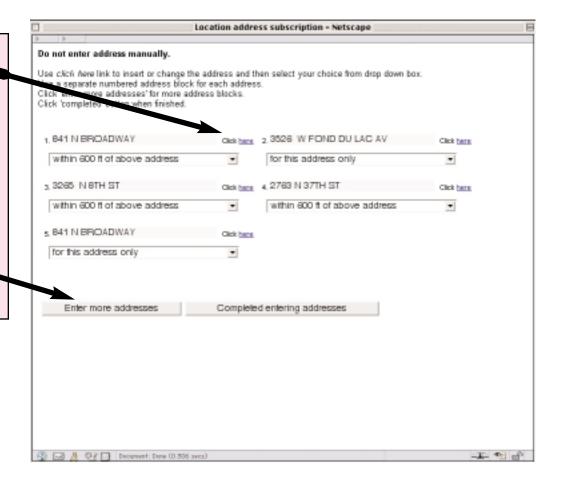
To subscribe to E-Notify start by selecting "E-Notify" and then "Location Based Notification". You will get an E-mail for each address you entered whenever DNS significantly updates a record, such as a new complaint or permit. The notifications are sent at 5:00 AM the morning after the day they are entered. The message will provide a short explanation of what happened and a direct link to the information that was added.

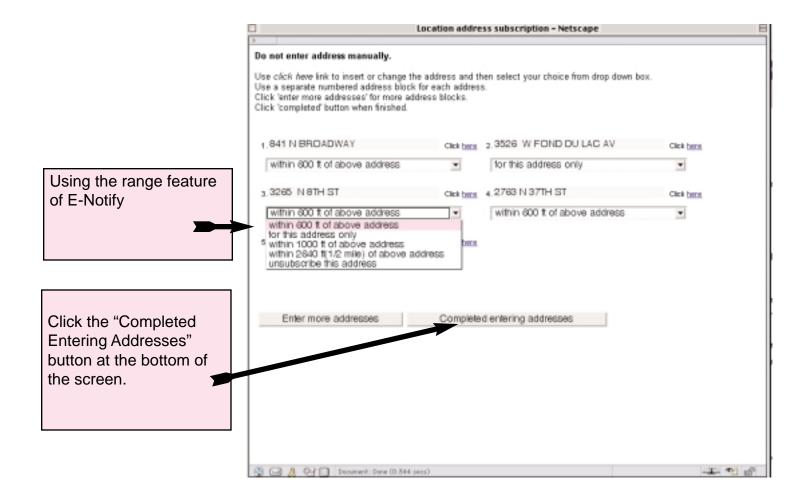


Start with the blue shaded "Click Here" button to allow the system to find the address you want to monitor. Remember to use the lower number if using a duplex or multi-family. If the address doesn't show up, it's not in the City of Milwaukee.

To add more addresses,

select the "Enter more Addresses" button.





This last step is the most important! You MUST click on the "Update Notification" button to start getting E-Notify messages. Going back to verify your list can assure you did everything correctly.

